

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Larry D. Lisenbee

SUBJECT: PROPOSED 2005-2006
CITY BUDGET CALENDAR

DATE: September 30, 2004

Approved

Date

10.1.04

RECOMMENDATION

It is recommended that the Rules Committee and the City Council adopt the proposed 2005-2006 City Budget Calendar as presented in Attachment B and explained in this memorandum.

ANALYSIS

Provided with this memorandum is a proposed calendar (Attachment B) to be used in preparing, reviewing and approving the 2005-2006 City Operating and Capital Budgets, as well as the City 2006-2010 Five Year Capital Improvement Program. (A budget calendar for the San José Redevelopment Agency (SJRA) will be released separately by the SJRA at a later date.)

Adoption of this schedule and process would follow the City of San José Annual Budget process as shown on Attachment A. Consistent with past years, the process will begin this year with the October City Council review of the 2003-2004 City Annual Report and Year-End City Service Area (CSA) Performance Report that summarizes prior-year financial and performance results.

The remaining elements and dates for the 2005-2006 proposed budget process reflect relatively few changes from that used last year. The intended release date for the Proposed City Operating Budget, for example, will be Friday, April 29, 2005, which is two days earlier than the traditional May 1 date, since May 1 falls on a Sunday this year. The Proposed City Capital Budget, however, is scheduled to be released four days earlier than the Proposed City Operating Budget, on Monday, April 25, 2005, in order to provide the Planning Commission adequate review time in advance of their Capital Budget Study Session that is scheduled for Wednesday, May 4, 2005. The release of the Proposed Fees and Charges Report is scheduled for Friday, May 6, 2005, which is also consistent with past years. Additionally, the acceleration of the final budget approval to a City Council meeting two weeks before the end of the fiscal year has been retained. This allows the placement of 2005-2006 items requiring prior approval of the budget on the regular City Council agenda in the last week of June.

Consistent with past years, exact dates for Council Study Sessions following the release of the City Proposed Budgets and Proposed Fees and Charges Report are not specified in this calendar. Rather, a window of time to conduct these sessions (May 9-20, 2005) has been identified. The

ANALYSIS (CONT'D.)

specific dates and agendas for the sessions will be proposed separately by the Mayor's Office through the Rules Committee. The process for City Council cost savings ideas is also maintained for 2005-2006, with initial Council cost savings ideas due to the City Manager's Office for analysis by May 6, 2005, and final ideas due to the Mayor's Office by May 23, 2005.

Finally, the 2004-2005 Mayor's June Budget Message, approved by the City Council on June 15, 2004, directed the City Manager this coming year "to prepare a two-year General Fund budget plan that contains strategies and business plans for continuing to provide excellent city services and facilities in an era of constrained resources". It should be noted that the two-year General Fund budget plan will be contained in the release of the 2005-2006 Proposed City Operating Budget and will not affect the schedule of any actions/events recommended in the 2005-2006 City Budget Calendar.

COORDINATION

The proposed 2005-2006 City Budget Calendar has been coordinated with the Mayor's Budget Office.

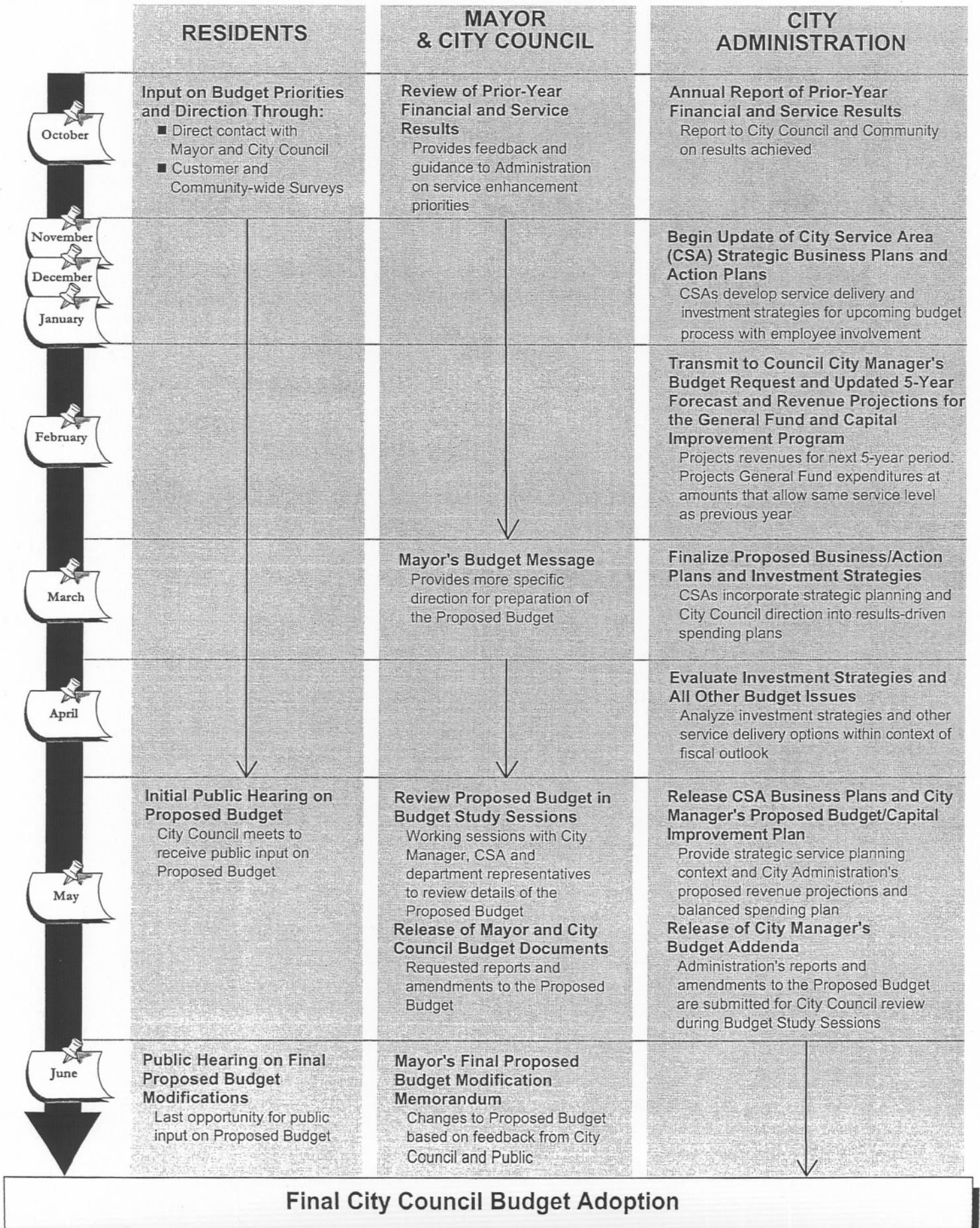
A handwritten signature in black ink, appearing to read "Larry D. Lisenbee". The signature is fluid and cursive, with a long horizontal stroke at the end.

LARRY D. LISENBEE
Budget Director

Attachments

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

Attachment A



2005-2006 City Budget Calendar

Date	Action/Event
September 30, 2004	- 2003-04 City Annual Report and Year-End CSA Performance Report: Released
October 12, 2004	- 2003-04 City Annual Report and Year-End CSA Performance Report: Reviewed by City Council
January 28, 2005	- 2004-05 City Mid-Year Budget Review and Mid-Year CSA Performance Report: Released
February 8, 2005	- 2004-05 City Mid-Year Budget Review and Mid-Year CSA Performance Report: Reviewed by City Council
February 9, 2005	- Mayor's State of the City Address
February 25, 2005	- 2005-06 City Manager's Budget Request & 2006-10 Five-Year Forecast and Revenue Projections: Released
March 16, 2005	- 2005-06 Mayor's March Budget Message: Released
March 22, 2005	- 2005-06 Mayor's March Budget Message: Reviewed by City Council - 2005-06 Mayor's March Budget Message: Public Hearing
April 25, 2005	- 2005-06 Proposed City Capital Budget: Released
April 29, 2005	- 2005-06 Proposed City Operating Budget: Released
May 6, 2005	- 2005-06 Proposed City Fees and Charges Report: Released - 2005-06 City Council Initial Cost Savings Ideas due to Manager's Office
May 9 - 20, 2005	- Council Study Sessions: 2005-06 City Proposed Budgets and 2005-06 Proposed Fees and Charges Report
May 17, 2005	- Initial Public Hearing: 2005-06 Proposed City Capital/Operating Budgets and 2005-06 Proposed Fees & Charges Report (evening)
May 23, 2005	- 2005-06 City Council Final Cost Savings Ideas due to Mayor's Office
June 8, 2005	- 2005-06 Mayor's June Budget Message: Released
June 13, 2005	- Final Public Hearing: 2005-06 Proposed City Capital/Operating Budgets and 2005-06 Proposed Fees & Charges Report (evening)
June 14, 2005	- 2005-06 Mayor's June Budget Message: Reviewed by City Council - 2005-06 Proposed City Capital/Operating Budgets and 2005-06 Proposed Fees & Charges Report: Final Review by City Council
June 21, 2005	- 2005-06 City Capital/Operating Budgets and 2005-06 Fees & Charges Report: Approved by City Council